



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5420.15N

016

JUN 25 1999

### NAS LEMOORE INSTRUCTION 5420.15N

From: Commanding Officer, Naval Air Station, Lemoore

Subj: PROFESSIONAL DEVELOPMENT BOARD

Ref: (a) CINCPACFLTINST 1040.1  
(b) Retention Team Manual (NAVPERS 15878)  
(c) OPNAVINST 1306.2

Encl: (1) Professional Development Board Profile Sheet

1. Purpose. To establish objectives, procedures and composition of Naval Air Station (NAS) Lemoore's Professional Development Board (PDB) per references (a), (b) and (c).

2. Cancellation. NASLEMINST 5420.15M

3. Discussion. The PDB is intended to provide career guidance and counseling to all enlisted personnel, regardless of paygrade, to attain positions of greater responsibility commensurate with their potential and consistent with Navy and command manning requirements, and areas outside their normal career paths. Then make recommendation to the upper chain of command on its outcome.

4. Board Membership. Permanent members of the PDB shall consist of the Command Master Chief and the Command Career Counselor. Required members shall be "Technical Experts" and act as voting board members. Membership shall consist of the Division Officer, Division Chief/Division Leading Petty Officer and Division Career Counselor of the individual appearing before the PDB.

5. Responsibilities

a. **Executive Officer** shall provide guidance to the PDB and make final recommendation to the Commanding Officer.

b. **Command Master Chief (CMC)** shall be the chairman of the PDB. The CMC will review and approve voting board members selected by the Command Career Counselor. The CMC shall not be a

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voting member of the PDB unless there is a tie. The CMC will ensure continuity between boards. The CMC may direct additional personnel to attend the board for technical information and any other purpose the CMC deems necessary.

c. **Command Career Counselor** shall be responsible for the PDB agenda, scheduling personnel, maintaining a PDB tickler file, identify voting board members who are technical experts in the area being requested and providing minutes of each PDB. The Command Career Counselor will not be a voting member.

d. **Voting Members** shall review all qualifications, member's records, Department/Division inputs and interview the member. Based on all the information before them they will vote and make recommendations to the Commanding Officer VIA the Executive Officer for proposed actions.

e. **Division Career Counselors** shall ensure that the individual's service record and completed PDB Profile Sheet (enclosure (1)) are presented to the Command Career Counselor two working days prior to the PDB.

f. **Division Chiefs** shall monitor individual progress and make recommendations to the PDB.

## 6. Guidelines

a. The PDB may review and make recommendations for the following:

(1) All newly reporting personnel shall be interviewed by the PDB during Indoctrination.

(2) Commissioning Programs (NROTC, ECP, LDO, Seaman To Admiral, etc.).

(3) Special Programs (Physical Security, Recruiting, Aircrew, Blue Angels, etc.).

(4) Schools (A Schools, C schools, etc.).

(5) Rating Conversions.

(6) Rating Examination failures.

b. The PDB will monitor the individuals progress ensuring personnel have fulfilled the requirements set forth by the board within a reasonable time.

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c. With the exception of initial PDB for newly reported personnel, all other boards will be scheduled within five working days after the Command Career Counselor has received a completed PDB Profile Sheet.

7. Forms. NAS Lemoore (016) 5420/1 (3-97) Professional Development Board Profile Sheet will be completed on each member appearing before the PDB. This form will contain basic information on the appearing member, Department/Division recommendations, PDB recommendations, Executive Officer's recommendation and final Commanding Officer disposition. The Command Career Counselor will maintain the original copy of this form when completed and a copy forwarded to the appropriate Division.



L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)  
List C

Professional Development Board Profile Sheet

Name \_\_\_\_\_ Rate \_\_\_\_\_ Department \_\_\_\_\_ Division \_\_\_\_\_

Reason for appearance: \_\_\_\_\_

Division Recommendation \_\_\_\_\_

Department Recommendation: \_\_\_\_\_

**General Information**

ADSD \_\_\_\_\_ EAOS \_\_\_\_\_ PRD \_\_\_\_\_ RPT DATE \_\_\_\_\_ AGE \_\_\_\_\_

Physical Readiness: \_\_\_\_\_ Designator: \_\_\_\_\_ NEC: \_\_\_\_\_

Requirements completed for advancement in present rating: Yes \_\_\_\_\_ No \_\_\_\_\_

Remarks: \_\_\_\_\_

ASVAB Test Score: AFQT: \_\_\_\_\_

GS: \_\_\_\_\_ AR: \_\_\_\_\_ WK: \_\_\_\_\_ PC: \_\_\_\_\_ NO: \_\_\_\_\_ CS: \_\_\_\_\_ AS: \_\_\_\_\_ MK: \_\_\_\_\_ MC: \_\_\_\_\_ EI: \_\_\_\_\_ VE: \_\_\_\_\_

Performance Evaluation: Date: \_\_\_\_\_ Type Of Report: \_\_\_\_\_

33. Professional Knowledge: \_\_\_\_\_ 34. Quality Of Work: \_\_\_\_\_

35. Equal Opportunity: \_\_\_\_\_ 36. Military Bearing: \_\_\_\_\_

37. Personal Job Accomplishment/Initiative: \_\_\_\_\_

38. Team Work: \_\_\_\_\_ 39. Leadership: \_\_\_\_\_

45. Promotion Recommendation: \_\_\_\_\_ 47. Retention: \_\_\_\_\_

**Specific Board Information**

Professional training courses: E- \_\_\_\_\_ Date Completed: \_\_\_\_\_

Military Requirements: E- \_\_\_\_\_ Date Completed: \_\_\_\_\_

Personnel Advancement Requirements: E- \_\_\_\_\_ Date Completed: \_\_\_\_\_

ASVAB Requirements for desired program: \_\_\_\_\_

OAR Score: \_\_\_\_\_ SAT/ACT Score: \_\_\_\_\_ CREO Category: \_\_\_\_\_

OBLISERV Requirement: \_\_\_\_\_ Length of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Related Background: \_\_\_\_\_

Exam Cycle: \_\_\_\_\_ Final Mult: \_\_\_\_\_ Mult Req.: \_\_\_\_\_ SS: \_\_\_\_\_

Exam Cycle: \_\_\_\_\_ Final Mult: \_\_\_\_\_ Mult Req.: \_\_\_\_\_ SS: \_\_\_\_\_

Exam Cycle: \_\_\_\_\_ Final Mult: \_\_\_\_\_ Mult Req.: \_\_\_\_\_ SS: \_\_\_\_\_

NASLEMOORE (016) 5420/1 (REV 3-97) ( FRONT)

Enclosure (1)

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**Final Results**

Board Recommendations:

Follow-up Board Date:

Executive Officer Comments:

	Recommend:	Approval	Disapproval
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Commanding Officer Comments:

	Approved	Disapproved
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